



**UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Nevada**

EMPLOYMENT OPPORTUNITY

Position Title: Financial Specialist I

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| Announcement Number: | 09-14-09NVB |
| Date of announcement: | July 24, 2009 |
| Closing Date for Applications to be Received: | Open Until Filled (Applications received by August 5, 2009 will be given preferential consideration) |
| Location of Position: | Las Vegas, Nevada |
| Classification Level/Salary Range: | CPS CL 26 \$41,070 - \$51,345 (Starting salary subject to qualifications) |

Financial Specialist I performs and coordinates administrative, technical and professional work related to financial, accounting, and budgetary activities of the court. This position is located in the Las Vegas office. This is a full-time position with benefits including annual and sick leave, health and life insurance, employee-paid long term disability, long term care, dental and vision insurance, and retirement.

These representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by many positions in this benchmark. These representative duties are NOT intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by positions covered by this benchmark.

- Maintains, reconciles, and analyzes accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Reviews and/or performs accounts payable and accounts receivable duties; have the responsibility of ensuring accuracy and accountability of monies received and disbursed by the court.
- Prepares, updates, examines, and analyzes a variety of regular and non-standard

- reports as requested by an court unit, Administrative Office, Bankruptcy Noticing Center, U.S. Treasury, financial institutions, or other organizations/agencies.
- Designs, develops and maintains spreadsheet formats and programs for analyzing financial information for the court.
 - Ensures that appropriate internal controls for disbursement, transfer, recording, and reporting of monies are followed.
 - Manages and tracks projects as need with direction from the Clerk of Court or Chief Deputy.
 - Processes invoices from supplier and prepares payment vouchers.
 - Develops and maintains logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepares statistical tables and reports at the request of unit executives.
 - Gathers and analyzes data for management studies to improve work flows, operating methods and to simplify processing procedures. Writes reports and makes recommendations based on the findings of the studies.
 - Generates reports from databases and computerized systems.
 - Prepares and maintains the documentation of standard operating procedures and checklists for all financial transactions and duties for end users and other technicians.
 - Reviews vouchers for payments related to expenses incurred by the court for appropriateness of payment. Accepts responsibility for files and documents related to monetary aspects of case management.
 - Collaborates with information technology staff to develop or customize programs or systems to assist with finance and accounting transactions and record keeping.
 - Assists with monitoring the daily fund balances, reprogramming, and transferring funds as necessary and appropriate. Uses a wide variety of manual and automated accounting systems and cash management tools. Assists and trains other court employees in the use of these systems and tools.
 - Performs other duties as may be assigned.

Mandatory Qualifications: To qualify for the assignment of the duties of Financial Specialist I, applicants must have one year of specialized experience at or equivalent to work at CL - 25. For placement at salary levels above Step 1, at least two years specialized experience at or equivalent to work at a CL - 25 is required. A minimum of two years progressively responsible experience in financial management.

Preferred Qualifications

Thorough knowledge of all aspects of financial management such as maintenance and analysis of accounting records.

Knowledge of judiciary policies, practices, regulations and terminology related to court administration of financial reporting, procurement processes, and financial transactions (i.e. trustee payments, travel expense reimbursement, filing fee payments, unclaimed funds, etc.).

Experience in accounting report, adjusting entries, payments and trial balancing.

Thorough knowledge of Word Perfect and Excel tables and graphs.

Working knowledge of FAS4T and Court Internal Controls.

Excellent organizational/time management skills.

Excellent oral and written communication skills and a professional demeanor.

Information for Applicants:

Incumbent may occasionally be required to work evenings and weekends to meet the needs of the court.

Employees of the United States Bankruptcy Court appointed as EXCEPTED SERVICE appointments or Temporary NTE (not to exceed a specific date) appointments are "AT WILL", and as such, can be terminated with or without cause by the Court.

Federal Government Civil Service classifications or regulations do not apply to U.S. Bankruptcy Court employees.

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

ALL applicant information is subject to verification.

Travel expenses for interview or relocation expenses will not be paid.

All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

Hiring for or promotion into this position is subject to funding availability.

The Court will only communicate with those applicants who are selected for an interview.

The final candidate will be subject to a background investigation with law enforcement agencies.

How to apply: You may obtain an Application for Employment form at "www.nvb.uscourts.gov" and submit an application with original signature to:

**Human Resources Department
UNITED STATES BANKRUPTCY COURT
300 Las Vegas Blvd. South
Las Vegas, Nevada 89101**

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The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the personnel specialist. The decision on granting reasonable accommodations will be made on a case by case basis.